

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 2
8 January - 14 January 1958

DATE: 14 January 1958

I. SIGNIFICANT ITEMS

Nothing to report.

II. OTHER ACTIVITIES

A. The first running of the Intelligence Research Techniques course started on Monday, 13 January, with eight OSI students. [] is conducting this course at Barton Hall. 25

B. On Wednesday, 8 January, [] conducted a seminar on reports writing at Sixteenth Street for a group of 15 Personnel field recruiters. 25

C. Reading Techniques No. 41 started on Monday, 13 January, with nine students. Four are from DD/P, three from DD/S, and one from DD/I. Mr. James Gardner, Chief, NEA Section, Special Projects Staff, State Department, is also enrolled in this course.

D. The DD/I has acted upon some of the recommendations in the study of readability of memoranda completed in July 1957. The Office of the DD/I forwarded [] a copy of a memorandum to the Chief, Management Staff, indicating the reactions of the AD's to the study and the action taken. 25

E. During the past week [] retested the students who completed Reading Techniques No. 38 in October 1957. 25

III. PERSONNEL NOTES

A. American University's Department of Psychology has asked [] to teach one evening section of its course in Improvement of Reading during the 1958 spring session. 25
[] has requested permission from the Office of Security to teach the class.